

23 March 1959

MEMORANDUM FOR: Division and Staff Chiefs/SI

FROM : Chief, Intelligence Production Staff/SI

SUBJECT : Clandestine Scientific and Technical
Operations Course No. 2

25X1A 1. The second running of the Clandestine Scientific and
Technical Operations Course will begin 20 April and will be held
in the auditorium of Building [REDACTED]

2. In preparation for our role in this course there are
certain preparatory steps yet to be performed. These steps are as
follows:

25X1A a) Mr. [REDACTED] Office of Training, ext. 2801,
25X1A will contact each division chief to discuss subject outlines
previously prepared. Mr. [REDACTED] will ask for discussions
25X1A with you prior to 3 April. During these discussions you
are encouraged to let Mr. [REDACTED] know your needs for charts
or training aids.

25X1A b) Electronics Division/SI must complete subject outlines
for Mr. [REDACTED] as soon as possible in order for them to be
reviewed and discussed prior to 3 April.

25X1A 3. Having completed individual reviews with all divisions by
3 April, Mr. [REDACTED] will firm up a course schedule by 8 April. Copies
of these schedules will be provided you in sufficient numbers for your
divisional participation.

25X1A 4. On 14 April from 1400 to 1530 hours, all instructors from OSI
will assemble in Room 155 of [REDACTED] for orientation on the purpose of the
course, a review of the schedule, remarks concerning availability of
training aids and visual aid support. Each individual instructor should
be prepared at that time to brief his division chief on the structure
of his presentation. All instructors are encouraged to actually rehearse
their presentations prior to delivery in front of the Scientific and
Technical course.

25X1A

5. As of today's date the Intelligence Production Staff will serve as staff element concerned with conduct of the course. I invite your questions or comments relative to this course or you may discuss any problems with Dr. [REDACTED] ext. 3645, Room 2509, Barton Hall.

25X1A

s/
[REDACTED]